

1 May 1997



Financial Management

**CORPORATE CHARGE CARD FOR LODGING
RESERVATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 65-1, *Management of Financial Resources*. It establishes procedures and responsibilities governing the use of a Government Travel Account (GTA) for holding lodging reservations for aircrews assigned to the 439 Airlift Wing, Westover ARB, MA. It further establishes procedures for the cancellation of rooms and the payment for rooms when not used, establishes the procedure for payment of room charges when used by individual members and establishes the requirement for an obligation record and payment of bill in the Automated Travel Accounting System (ACTS) and General Accounting and Finance System, BQ, when necessary. It applies to the 439 Operations Group (OG) and 337 Airlift Squadron (AS) personnel who must make and hold lodging reservations for aircrews at locations away from Westover ARB.

1. Approval Authority. Any member of the 439 OG, Operations Squadron (OSS), 337 AS, or Aircraft Commanders who uses the GTA must have the approval from 439 OG/CC or the designated representative, 439 OSS/CC.

2. Agreement Procedures. The 439 OSS/CC must be aware of the following information:

- 2.1. A minimal amount of information will appear on the GTA statement for lodging charges. It could be limited to the name of the service establishment and the dollar amount charged.
- 2.2. American Express attempts, when requested, to obtain additional information to assist the OSS in reconciling the statement but may not be able to obtain the requested information.
- 2.3. The 439 OSS/CC must dispute a charge after the payment of the bill and request a credit from American Express in writing.
- 2.4. The 439 OSS/CC assumes full liability for all charges to the GTA and accepts all risks for fraud and misuse.

2.5. American Express may cancel the right of the 439 OSS to use the GTA at anytime with or without cause or notice.

2.6. This agreement may be canceled by the 439 OSS/CC upon written notice by registered mail, return receipt requested, of his/her intention to do so to: American Express, P.O. Box 53609, Phoenix AZ 85072.

2.7. Upon cancellation of the GTA, the 439 OSS/CC's obligations continue until they are satisfied and include charges incurred prior to the effective date of the cancellation of the GTA.

3. Lodging Reservations. This GTA is used for making lodging reservations only. Under no condition is this account used for the payment of rooms once the rooms are occupied by an individual aircrew member(s). All occupied rooms are paid by individual aircrew members at checkout time.

4. Lodging Check In and/or Canceling Procedures:

4.1. The aircraft commander or current operations officer has the responsibility for canceling lodging reservations as soon as it is known that the aircrew will not arrive at the lodging to occupy the reserved rooms.

4.2. If the reservations are not canceled for unoccupied quarters, the 439 OSS/CC is responsible for determining who has pecuniary liability for these charges after investigating the circumstances or reasons for not canceling the rooms.

4.3. If it is determined that incurred cost for unoccupied quarters charged to this account occurred because of conditions beyond the responsible member's control, payment is authorized (per JTR, Vol 1, para U4538a & b) using the following procedures:

4.3.1. The invoice and statement of charges is sent to 439 OSS/CC on a monthly basis. The invoice and statement of charges must be date stamped at the time of receipt from the mail room. Since 439 OSS/CC is the proper office for payment, interest penalties start when the invoice is received. Normally, the invoice must be processed within 30 days of receipt. All billings must be expedited in order to meet this requirement.

4.3.2. 439 OSS/CC is required to prepare SF Form 1034, **Public Voucher for Purchase and Service Other than Personal**, in accordance with DFAS-DER 177-102 (attachment 1). SF Form 1034 must be signed in the approval block by the 439 OSS/CC or 439 OG/CC prior to submitting the voucher and statement to 439 AW/FMFA for payment.

4.3.3. The 439 OSS/CC, through the resource advisor for the 439 OG, submits a written request to 439 AW/FMFA to set up AF Form 406, **Miscellaneous Obligation/Reimbursement Document (MORD)** in Fund Code (FC) 50, Responsibility Cost Center Code 111300 and Project 726.16. This request may be done on a quarterly or yearly basis depending on the requirements and arrangements with the Budget office. Finally, a dollar amount must be indicated in the request. This amount must be enough to cover the requirement for occasional administrative errors resulting in lodging charges to this account.

4.3.4. 439 AW/FMFA receives the request for the set up of the MORD, prepares the MORD, and inputs it into ATRAS.

JAMES P. CZEKANSKI, Col, USAFR
Commander

Attachment 1

SAMPLE OF SF FORM 1034

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000 1034-121		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO.	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION 439 AIRLIFT WING/FMF WESTOVER ARB MA 01022-1770				DATE VOUCHER PREPARED DATE		SCHEDULE NO.	
PAYEE'S NAME AND ADDRESS AMERICAN EXPRESS GOVERNMENT SERVICES ATTN: TMS 3783-904743-01008 SUITE 0005 CHICAGO IL 60279-0005				CONTRACT NUMBER AND DATE		PAID BY	
				Govt Travel Account No.			
				REQUISITION NUMBER AND DATE			
				Date below is stamped on invoice receipt in your office.			
				DATE INVOICE RECEIVED			
				DISCOUNT TERMS Net			
				PAYEE'S ACCOUNT NUMBER 3783-904743-01008			
SHIPPED FROM TO WEIGHT				GOVERNMENT B/L NUMBER N/A			
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE		AMOUNT	
				COST	PER	(3)	
Ticket No. from American Express Invoice	Taken	Payment of Government Travel Account per attached invoice					
	from	Quantity & Cost is N/A.					
	Charge	Amount is taken from Invoice/Statement.					
	Slip	Total and Amount Verified are the same as Amount.					
(Use continuation sheets if necessary) (Payee must NOT use the space below) TOTAL							
PAYMENT:		APPROVED FOR	EXCHANGE RATE	DIFFERENCES			
<input type="checkbox"/> PROVISIONAL		Amt Verified = \$	= \$1.00				
<input checked="" type="checkbox"/> COMPLETE		BY 2					
<input type="checkbox"/> PARTIAL		Signed by OG/CC or OSS/CC					
<input type="checkbox"/> FINAL				Amount verified; correct for			
<input type="checkbox"/> PROGRESS		TITLE		(Signature or initials)			
<input type="checkbox"/> ADVANCE				Signature of preparer			
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.							
(Date)		(Authorized Certifying Officer) 2		(Title)			
ACCOUNTING CLASSIFICATION							
PAID BY	CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY	CHECK NUMBER	ON (Name of bank)			
	CASH	DATE	PAYEE 3				
	\$						
1 When stated in foreign currency, insert name of currency.			PER				
2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.			TITLE				
3 When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary" or "Treasurer", as the case may be.							
Previous edition usable. PRIVACY ACT STATEMENT Designed using Perform Pro, WHS/DIOR, Jul 94							

INSTRUCTIONS FOR PREPARATION OF SF FORM 1034

1. In the block entitled "U. S. Department, Bureau, or Establishment and Location" enter: 439 Air-lift Wing/FMF, Westover ARB, MA 01022-1770.
2. In the block entitled "Date Voucher Prepared" enter the current date of prepared voucher.
3. In the block entitled "Contract Number and Date" enter the Government Travel Account Number.
4. In the block entitled "Payee's Name and Address" enter: American Express Government Services, Attn: TMS 3783-904743-01008, Suite 0005, Chicago, IL 60279-0005.
5. In the block entitled "Number and Date of Order" enter the ticket number taken from the reference column of the American Express Invoice.
6. In the block entitled "Date of Delivery or Service" enter the date of service taken from the charge slip.
7. In the block entitled "Articles or Services" enter the payment of Government Travel Account per attached invoice.
8. In the blocks entitled "Quantity" and "Cost" enter: N/A.
9. In the block entitled "Amount" enter the dollar amount taken from the Invoice/Statement.
10. Blocks entitled "Total" and "Amount Verified" must be the same as block "Amount".
11. In the block entitled "Signature or Initials" enter the signature of preparer.
12. In the block entitled "Date Invoice Received" enter the date that is stamped on the invoice receipt in your office.
13. In the block entitled "Discount Terms" enter: Net.
14. In the block entitled "Payee's Account Number" enter: 3783-904743-01008.
15. In the block entitled "Government B/L Number" enter: N/A.
16. In the block entitled "Payment" always mark complete.
17. The block entitled "Approved For" must agree with item 10 above.
18. The block entitled "By" must be signed by the Operations Group/CC or Operations Support Squadron/CC.